



# One World

## MONTESSORI NURSERY

# **COVID-19 Policy and Procedure**

**Reviewed September 2021**

# Introduction

Our first written COVID-19 Policy was introduced in the One World Montessori Nursery Policies and Procedures Document in May 2020, in response to the pandemic. This document has evolved and been changed a number of times based on feedback from staff and parents/carers, as well as new guidance from the government. The core guidance from the government – **Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak** – can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

We do not currently know how long these measures will be in place. We will update parents/carers as the situation develops.

**Last Updated: 1<sup>st</sup> September 2021**

# CHILDREN

## ATTENDANCE

- Since July 18<sup>th</sup> 2021, schools and Early Years settings have not been required to do contact tracing. Close contacts are now identified via NHS Test and Trace.
- As with positive cases in any other setting, NHS Test and Trace now works with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case and/or their parent or carer specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.
- Since August 16<sup>th</sup> 2021, children under 5 have not been required to self-isolate if they are contacted by NHS Test and Trace and identified as a close contact of someone who has tested positive for COVID-19. Instead, they are now advised to take a PCR test only if the positive case is in their own household. We encourage all individuals to take a PCR test if advised to do so.
- Children should continue to attend the setting as normal unless they develop COVID-19 symptoms or test positive.
- Only children who are symptom free should attend the setting. Children should not come into the setting if they have symptoms of COVID-19 or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- Any child with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend nursery. You should arrange for them to get a PCR test and then tell the setting the test results. Your child should not attend nursery while you are waiting for test results, even if they are feeling better.
- Staff reserve the right to take children's temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carers appears unwell.

## WELLBEING AND EDUCATION

- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular handwashing and sneezing into a tissue and throwing it away.
- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19 and staff will be aware of children's attachments and their need for emotional support at the moment.

# STAFF

## ATTENDANCE

- Only staff who are symptom free or have completed the required isolation period should attend the setting.
- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19.
- Staff members are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:
  - they are fully vaccinated.
  - they are below the age of 18 years 6 months
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial
  - they are not able to get vaccinated for medical reasons.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.

## PHYSICAL DISTANCING AND FACE COVERINGS

- Staff may wear face coverings when opening the door and admitting or dismissing children or visitors.
- Staff may wear face coverings in shared access areas of the nursery.
- Face coverings will fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.
- Staff will not wear face coverings when working with children, unless there has been a substantial increase in the number of positive cases in the setting. In these circumstances, transparent face coverings should be worn.
- Children and staff will be grouped in two bubbles and staff members shall remain in their own bubble wherever possible.
- Mealtimes and outside playtimes will be staggered wherever possible so that the two bubbles are kept separate within the setting.

## **TRAINING**

- All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

## **LATERAL FLOW TESTING**

- All staff members will have access to bi-weekly Lateral Flow Testing, and results will be recorded within the setting.

## **RESPONSIBILITY**

- All staff members are responsible for ensuring that children, parents/carers and staff members follow this policy in full.

# **PARENTS AND CARERS**

## **PHYSICAL DISTANCING AND DROP OFF/COLLECTION**

- Only parents/carers who are symptom free and/or have completed the required isolation periods must drop off and collect their child.
- Parents/carers should wear a face covering when dropping off or collecting their child, and try to maintain a 2 metre distance from staff.
- Parents/carers should try to stay 2 metres apart when waiting to drop off or collect children.
- Parents will only be able to enter the nursery for limited reasons to avoid coming into close contact with other children and staff.

## **COMMUNICATION**

- Parents will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

# VISITORS

- Visitors must take Lateral Flow Tests, the results of which must be confirmed as negative, before entering the nursery when it is in session.
- Visitors must wash their hands when entering the nursery.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot stay 2 metres away from staff. This includes any person taking a tour of the nursery while it is open.
- Parents, staff, children or visitors must not enter the nursery if they are displaying any symptoms of COVID-19.
- During any national lockdown or when locally placed in Tier 3 or above, non-essential visitors will not be allowed in the nursery while the nursery is open. This includes prospective family visits, and any settle sessions with parents/carers.

# HYGIENE, HEALTH AND SAFETY

## HAND WASHING AND PERSONAL HYGIENE

- All children and staff must wash their hands on arrival at the nursery and at frequent times throughout the day.
- Children will be encouraged to wash their hands after wiping their noses, before and after eating, when coming in from the playground, before touching their faces and before leaving the nursery.
- Staff will wash their hands before preparing and serving food, after wiping children's noses, after cuddling children, after supporting toileting or nappy changing, before eating, before touching their faces, and before leaving the nursery.
- Staff and children will wear indoor shoes inside the nursery.

## CLEANING

- All frequently used surfaces (tables, counter tops, toilets, sinks) will be cleaned and disinfected between use throughout the day.
- Floors will be disinfected daily; door handles and light switches must be disinfected at least daily.
- Telephones and tablets must be disinfected at least daily.
- Procedures for cleaning resources are explained in the sections below.

## **WASTE**

- Any bins that children have access to will be emptied three times daily.
- All waste will continue to be disposed of in a safe and hygienic way.

## **LAUNDRY**

- Bedding and painting aprons will be washed daily at 60 degrees and will not be shared.

## **PPE**

- PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE consisting of disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn for supervising a child with COVID-19 symptoms and for cleaning the area they were isolated in, as specified below. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

# **PREMISES & RESOURCES**

## **BUILDING**

- Windows will be kept open wherever possible to ensure good ventilation.

## **RESOURCES**

- Children should not bring items from home into the setting, including toys, unless absolutely essential for their wellbeing. When this is the case, items must be cleaned on arrival.
- Any toys or other resources accessed by children will be cleaned and sterilised in Milton Fluid prior to being put away by the end of the day.
- Children will be given individual trays for messy play wherever possible, and all sensory materials will be immediately disposed of after use.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.

## SUPPLIES

- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials as the nursery will not be able to operate without essential supplies to ensure infection control.

## RESPONDING TO A SUSPECTED CASE

- If anyone in the nursery becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste, they must be sent home and advised to follow public health guidance.
- If a child is waiting to go home, they will be separated from their group and isolated in the area next to the door nearest the adult bathroom, with appropriate adult supervision. The child will be provided with a sleeping mat and a blanket.
- Staff will call 999 if the child becomes seriously ill or their life is at risk.
- The staff member responsible for the child during this time will be someone from their bubble.
- The staff member caring for the child will wear appropriate PPE. This consists of disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If the child needs to use the bathroom whilst waiting to be collected, they will use the adult bathroom. This must be thoroughly cleaned and disinfected before being used by anyone else.
- The member of staff who has cared for the child does not need to go home unless they develop symptoms. The staff member must wash their hands thoroughly for 20 seconds.
- The area where the child was isolated will be thoroughly cleaned and disinfected by the same staff member, while still wearing PPE.

This policy was reviewed on	Signed on behalf of the nursery	Date for further review
02/06/2021	DocuSigned by: <i>Nicola Greer</i> 09F6E9617DA3427...	01/09/2021